



Immigrant Visa Checklist
Consular Section, U.S. Embassy Kingston

___ **Medical Exam:** Please schedule your medical exam **no later than 3 weeks prior to your appointment time** to ensure the exam results reach the Embassy before your interview. If you do not have your medical exam report 3 days before your interview, please re-schedule the interview. We hold special slots available for re-scheduling due to delayed medical reports. To reschedule your interview send an email to kingstonivinfo@state.gov stating:

Subject Line: RESCHEDULE, Applicant case number (starts with KNG), Applicant Last Name, Applicant First Name.

EXAMPLE: RESCHEDULE, KNG 2004687985, Manley, Norman

List all applicable case numbers, a phone number where we can reach you, where and when you had your medical exam done, and when they told you it will be ready for pickup, or if the medical facility will send it directly to the Embassy. We will respond with the earliest appropriate date.

A medical exam is valid for one year from date of completion if there are no health-related ineligibilities identified. A valid medical exam is required to enter the US on an immigrant visa.

Date of Medical Exam: _____ **Expiration Date (one year later):** _____

___ **Police Certificate:** for each applicant aged 16 years or over. You must get a police certificate from your country of nationality, from each country in which you have lived for 1 year or more since your 16th birthday and from any country where you currently reside. **Police certificates are valid for one (1) year from the date they were issued.** We cannot issue a visa without a current, valid police certificate. Applicants who submitted a police certificate more than six months before their scheduled interview should bring a new, signed police certificate to the interview.

Police Certificate Date: _____ **Expiration (one year later):** _____

___ **Birth Certificate:** for each applicant and the petitioner (the petitioner is the person who filed for you). You must have a certified original birth certificate for each applicant. If your petitioner is your child, your brother or sister, you will also need a certified original birth certificate for them. For persons born in Jamaica, all birth certificates must be the new style issued by the Registrar General's Department on blue security paper. Handwritten documents or copies will not be accepted.

___ **Passports:** for each applicant (valid for at least six months). Please bring your current passport, as well as all old passports containing a U.S. visa, *even if that visa is expired*.

Passport Expiration Date (at least six months from data of visa issuance): _____

___ **Affidavit of Support (Form I-864):** for each applicant from the petitioner. Affidavits of support must be original documents with original signatures; photocopies are acceptable only for derivatives. All sponsors must also provide their most recent U.S. tax return (Form 1040), and the most recent W2 wage statement if the return is a joint return. If you are submitting documents from a "Joint Sponsor", you will also need to provide a photocopy of the biographic page of Joint Sponsor's passport, certificate of naturalization or both sides of their Alien Registration (Green) Card. Your sponsor(s) may have submitted these documents to the National Visa Center prior to your interview. We suggest that you bring them to the interview too in case any documents are missing in-order to avoid delays. All forms and instructions are found at www.uscis.gov. If there is any doubt that the petitioner financially qualifies according to poverty guidelines (published on form I864P) to sponsor all applicants, bring a Joint Sponsor Form I864 with the Joint Sponsor's original signature and all supporting documentation to the interview.

___ **Eight color photographs:** of each applicant. Photographs should be for each person showing a full frontal view. See the attached form "Immigrant Visa Color Photograph Specifications" for more information. 4 photographs will be submitted with the medical examination, and the other 4 should be brought to the Embassy.

___ **Relationship Evidence:** For a case based on a spousal relationship (IR1, CR1, F32, F42, and F21 immigrant visa categories), evidence can include the following: Documentation of a having a biological child together (see below); evidence of visits including copies of passport stamps; evidence of having been domiciled together; photos together over different time periods; money transfer receipts; or other evidence. It is often best for the spouse to appear for the initial interview together with the applicant.

____ **Relationship Evidence:** Biological Parent-Child (IR2, CR2, F31, F33, F11, F12, F43, F22, F23, and F24 immigrant visa categories). A US birth certificate or original birth certificate issued elsewhere listing both parents. Late registration of either parent's name, or unsupported name changes may require additional evidence. Any change of surname for parent or child should be supported with appropriate marriage certificate, divorce decree, or deed poll.

____ **Marriage Certificates and Divorce Decrees:** Original certified marriage certificates for all applicants and the petitioner, if they are or have been married. If married in Jamaica, this copy must be the new style issued by the Registrar General's Department on blue security paper. Handwritten documents or copies will not be accepted.

____ **Military Records:** If you have served in the military, you must submit a military record for your complete years of service. This record must also show any convictions of crimes before any military tribunals.

____ **Certificate(s) of No-Impediment to Marriage:** If you have any Jamaican-resident children who will accompany you and who are aged 18 or older, each such child must present a Certificate of No-Impediment to Marriage issued by the Registrar General's Department on security paper. In addition, if you are a Jamaican resident and are seeking a visa in a category that requires you to be unmarried (IR2, IR3, IR4, F11, F22, or F24) and you are aged 18 or older, you can present a Certificate of No-Impediment to Marriage issued by the Registrar General's Department on security paper.

____ **Money:** The required fees are US\$355 for the application fee and US\$45 for the security surcharge for each applicant. If your relative in the U.S. has already paid either fee to the National Visa Center, you do not need to pay again. If the fees have not been paid, you may pay them at the Consular Section cashier in either Jamaican or U.S. dollars, but not a combination of both. Please have exact change. Also bring sufficient funds to pay for courier-service delivery of your immigrant visa. The current rate is US\$8.50, payable only in Jamaican dollars. There is a DHL service counter in the Visa Unit service area.

On the Day of Your Interview: Arrive no earlier than fifteen (15) minutes before your scheduled interview. We share your goal of processing your application as efficiently as possible. A fully-prepared case with all needed documents moves through the Immigrant Visa process the most quickly. On the day of the interview, you can expect the following steps, which can take as long as several hours including waiting time:

- A. Security screening to enter the Embassy
- B. Fingerprinting and pre-screening (includes document collection, verification of fee payment, data-entry, and information gathering)
- C. Interview (including fingerprint verification)
- D. Notification of your next step to complete your case (need for additional information, documents, etc)

OR

- E. Arrange for your Immigrant Visa to be delivered by DHL

If it is determined that an Immigrant Visa can be issued, it can take up to several weeks or more for processing and delivery of the immigrant visa package. **DO NOT MAKE AIRLINE RESERVATIONS UNTIL YOU HAVE YOUR IMMIGRANT VISA IN HAND.**

Once you receive your immigrant visa package, **DO NOT OPEN THE PACKAGE.** Please examine the visa printed in your passport to make sure all information on it is accurate. If it is not, you may return to the Embassy for appropriate corrections.

You must hand-carry your immigrant visa package to the United States. Immigration officials will examine the documents contained in the package upon your arrival in the United States. **DO NOT PUT YOUR VISA PACKAGE INTO YOUR CHECKED BAGGAGE.**

Your visa will expire after six months. You must enter the United States with your immigrant visa within six months from the date of issuance of the visa.